

## **JOB ANNOUNCEMENT**

# **Session Committee Clerk**

**Washington State House of Representatives  
Office of Program Research**

## **POSITION**

The Washington State House of Representatives is seeking candidates for the TEMPORARY position of SESSION COMMITTEE CLERK. The persons selected to fill these positions will provide support to the House research staff and the committees of the House of Representatives. Principal duties include: copy and assemble committee documents, distribute committee materials, set up/take down hearing room, and other assignments necessary to conduct committee business.

## **DESIRABLE QUALIFICATIONS**

The ideal candidate must be organized, work well with others, follow instructions well, work independently, and have the ability to use good judgment and maintain confidentiality.

## **DATES/HOURS**

Full-time, temporary, with some evening and weekend work. Approximately the beginning of January 2014 through the middle of March 2014.

## **APPLICATION PROCESS**

Screening and selection may occur prior to the application deadline. Please send a cover letter and resume by October 18, 2013 to [director.opr@leg.wa.gov](mailto:director.opr@leg.wa.gov) or the following address:

Staff Director  
Office of Program Research  
John L. O'Brien Building  
P.O. Box 40600  
Olympia, WA 98504-0600

The Washington State House of Representatives is an equal opportunity employer. Persons with disabilities needing assistance in the application process, or needing this job announcement in an alternative format, should call (360) 786-7101 or TDD: 1-800-833-6388.